a. Entering a new calendar:

To add the calendar for the upcoming school year you must first click on District Information and then on the school you want to create the calendar for. When you get the School Detail box on the right, enter the Day Minutes and click save. After saving click on New Calendar.

District Information

💾 Save 🖨 Print ✖ Delete School 📄 New Calendar

☐ **District Information**

⊞ 🗀 Avon 04-1 (4001)
   ⊞ 🗀 Avon Hi School
   ⊞ 🗀 Avon Elem
   ⊞ 🗀 Avon Jr Hi
   ⊞ 🗀 Home School(99)

NOTE: For our example we are going to create a new calendar for the Avon High School.

School Detail

School Number	NCES School Number
1	4604270-29

School Name	Day Min
Avon Hi School	396

Address

P.O. BOX 407

City	State	Zip
Avon	SD	57315-5040

Now that the Day Minutes have been saved
and you have clicked on New Calendar,
enter the needed information. Once
Calendar Name, School Year (2004), Start
Date, and End Date have been entered, click
save.

District Information

💾 Save 🖨 Print ✕ Delete Calendar

⊞ **District Information**
⊞ 🗀 Avon 04-1 (4001)
   ⊞ 🗀 Avon Hi School
   ⊞ 🗀 Avon Elem
   ⊞ 🗀 Avon Jr Hi
   ⊞ 🗀 Home School(99)

New Calendar Detail

Calendar Name

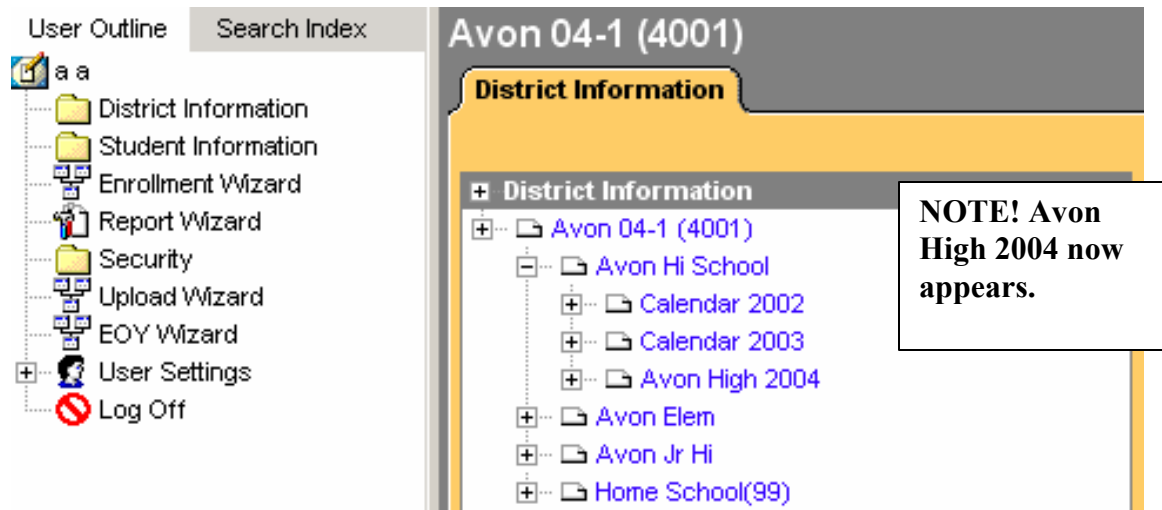Avon High 2004

School Year

2004

[S]tart [D]ate

2003

[End Da]te

2004

[Calend]ar Locked

☐

**NOTE: This is how the screen might look
after a new calendar had created for the
Avon High School. If satisfied with the
information entered you would now click
save. A simple yet efficient way to name
your calendar is to incorporate the name
and level of the school with the school
year. Ex. (Avon High 2004)**

After clicking save you can click on District Information and the + sign next to the school you entered the calendar for to view the calendar.



```
User Outline    Search Index        Avon 04-1 (4001)
  a a                                 District Information
     District Information
     Student Information              ⊞ District Information
     Enrollment Wizard                ⊞··  Avon 04-1 (4001)          NOTE! Avon
     Report Wizard                      ⊟··  Avon Hi School          High 2004 now
     Security                             ⊞··  Calendar 2002         appears.
     Upload Wizard                        ⊞··  Calendar 2003
     EOY Wizard                           ⊞··  Avon High 2004
  ⊞  User Settings                     ⊞··  Avon Elem
     Log Off                           ⊞··  Avon Jr Hi
                                       ⊞··  Home School(99)
```

IX. End of Year Maintenance:

a. End Enrollments for a Calendar
b. Copy Enrollments to a new calendar.

At the end of each school year you are required to create a new calendar, end your current calendar enrollments, and then copy the enrollments from the old calendar to the new one. The first step in this process is creating the calendar which we covered earlier in the manual **(section 3a)** and entering the calendar grade levels **(section 3c)**.

Once the calendar has been created and the grade levels entered proceed to the EOY Wizard.
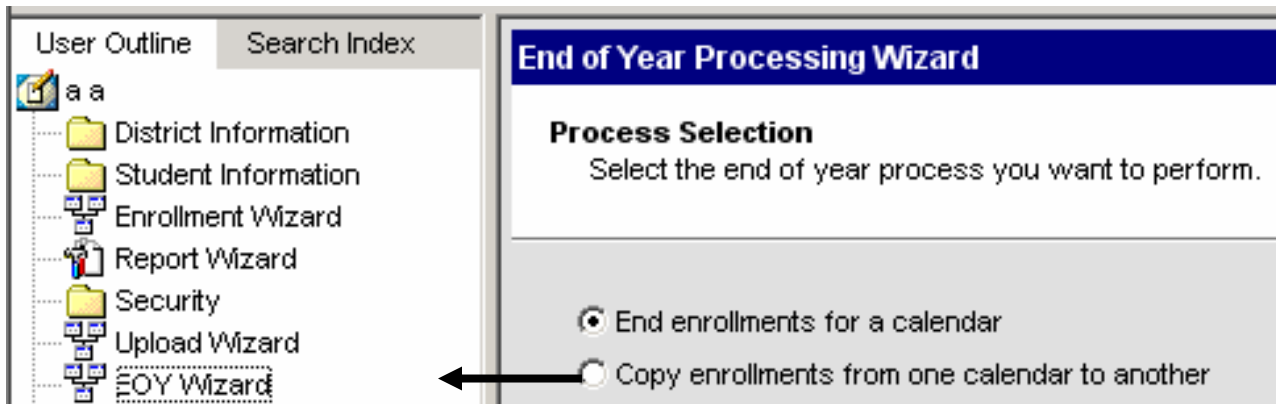
a. End Enrollments for a calendar:
Once you have clicked on EOY Wizard to get the previous screen click End Enrollments for a Calendar and press next to get the following screen.
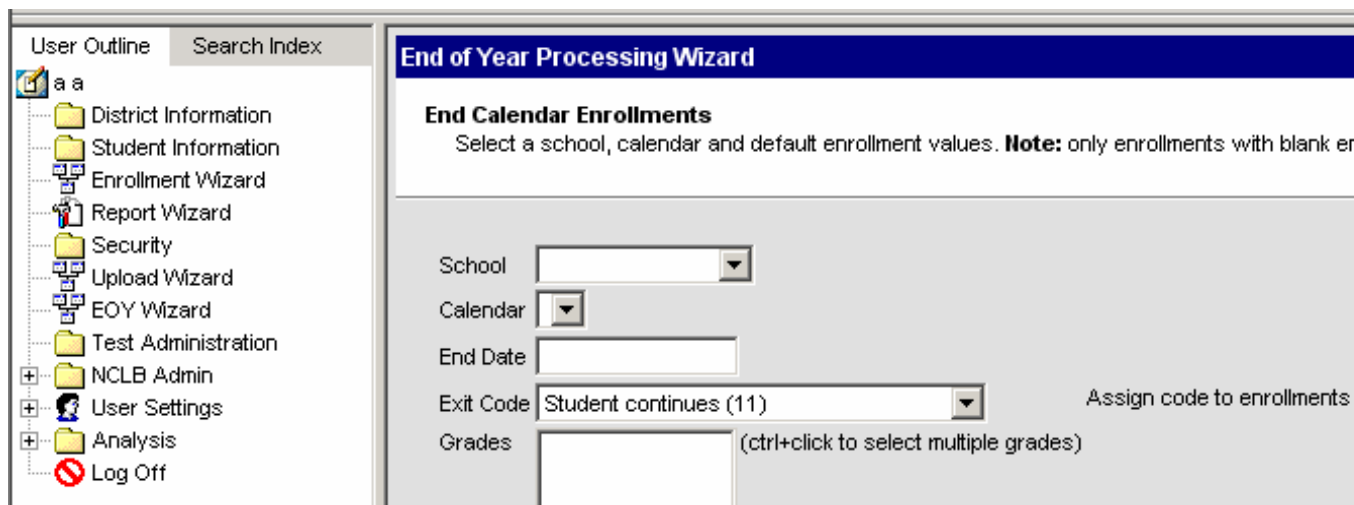
Once you see the screen above you can select the appropriate School, the Calendar you wish to end enrollments for, and enter the last day of school as the end date.

Now that you have entered the first three items you will need to select the exit code. When ending enrollment records you will use one of two codes although there are several available. Unless you are ending records for a graduating class you will **always** use exit code 11, Student Continues. When ending twelfth grade enrollments you will use exit code 4, Student Graduates.

NOTE! Exit codes such as (2) Student Dropped out, and (9) Student transferred in-state, for example, should be used on a student by student basis.

The final step in this process involves selecting the grades that you wish to end enrollment records for. In order to select more than one grade press and hold in the Ctrl key while selecting multiple grades. Below you can see that we selected all grades for our calendar.

After you have selected the appropriate grades click on Next and if done successfully you will receive a message stating that the task was completed without any errors.

b. Copy Enrollments from one calendar to another:

Now that you have completed the new calendar, entered the grades, and ended the enrollment records for the old calendar, it is time to copy the records from last year's calendar to the new one you created for the upcoming school year.

Select EOY Wizard and click on Copy Enrollments from one Calendar to Another, and then click on next to get the following screen. Your Source Calendar is the calendar you ended and the Destination Calendar is the new one you created.

To copy the enrollments over fill out the Source Calendar by entering the School and then the calendar that you ended enrollments for. When entering the exit code you should **always** use exit code 11, Student Continues. Now enter the appropriate grades to copy into the new calendar.

Once all the information for Source Calendar has been entered proceed to Destination Calendar. Here you will only fill out School, Calendar, and Start Date. **DO NOT** fill out percent enrolled or the Resident or Attending information. Now click on next to finish.

Congratulations you just completed last years' enrollments and rolled them over into this years newly created calendar!

Reporting School Calendar

Listed below are the administrative rules and statutes that apply to the school calendar.

<u>Minimum School Terms:</u>

ARSD 24:03:04:15. Length of school term for grades one, two, and three.

The minimum length of time a pupil is required to be in attendance during a school term in grades one, two, and three is _875 hours_, exclusive of intermissions.

SDCL 13-26-1 School fiscal year -- Local board to set length of school term, day and week -- Minimum hours in school term.

The school fiscal year shall begin July first and end June thirtieth. Each local school board shall set the number of days in a school term, the length of a school day, and the number of school days in a school week. The local school board or governing body shall establish the number of hours in the school term for kindergarten programs. The Board of Education shall promulgate rules pursuant to chapter 1-26 setting the minimum number of hours in the school term for grades one through three. The number of hours in the school term for grades _four through twelve may not be less than_ <u>_nine hundred sixty-two and one-half hours_</u>, exclusive of intermissions. An intermission is the time when pupils are at recess or lunch.

13-26-4.   Teacher-parent conferences counted as hours in session. A school may have teacher-parent conferences during the school year and not more than 16.5 hours may be counted as hours in session.

13-26-4.1.   In-service training. The school board may designate a maximum of 5.5 hours of the 16.5 session hours provided for in § 13-26-4 as in-service teacher training

School Calendar Policies:

Alternate Schedule Due to Inclement Weather – Does not affect length of time for the instructional day as long as the school day has convened or is in session.

In-service Staff/Development day– An in-service/staff development day is equivalent to the amount of time (minutes) in an instructional day in each specific school calendar.

As an example, if your high school instructional day is equal to 400 minutes, then you can hold 400 minutes of in-service/staff development and count that time toward meeting the calendar requirements for the annual time of 962.50 hours. Additional time used for in-service /staff development/ upon utilizing the initial 400 minutes available, must be deducted from the school calendar.

Parent/Teacher Conference day– A parent/teacher conference day is equivalent to the amount of time (minutes) in an instructional day in each specific school calendar.

As an example, your elementary school's "average" instructional day is from 8:30 AM to 3:00 PM and you plan on holding a parent/teacher conference from 3:00 PM until 8:00PM. Intermissions are 30 minutes for lunch and 30 minutes for recesses.

Total instructional time for each day would be 330 minutes (5.5 hrs.). You would be required to enter on your elementary calendar that you are holding a parent/teacher conference and you would add the total instructional time for that day with the total parent/teacher conference or 630 minutes (10.5 hrs). Total instructional time for that specific day would be 630 minutes.

Early Dismissals or Late Starts (NOT due to inclement weather) – Schools that dismiss classes for the reasons listed below must have the amount of instructional time missed deducted from each specific school calendar day affected:

- *Events sponsored by the SD High School Activities Association*

- *Physical Plant Emergencies (fire, water, plumbing and heat)*

- *Funerals*

- *Illness of staff and/or students*

- *Early dismissal days for a school holiday*

- *Holidays that are observed by the school*

- *Compensatory days observed for evening parent/teacher conferences*

Please be sure that all calendars are completed before the October 15th deadline.